

**Wexford County Probate Court
437 East Division Street
Cadillac, MI 49601
(231) 779-9510**

POSITION/TITLE: PROBATE COURT REGISTER/ADMINISTRATOR

SALARY RANGE: \$31,222 - \$40,550 annually

JOB DESCRIPTION:

Under the general direction of the Probate Judge and responsible for all administrative functions of the Probate Court as set forth by statute. Candidate shall possess extensive knowledge of the Probate Court. Including but not limited to maintaining all probate records, processing court documents, working closing with attorneys and state agencies as they relate to the Probate Court. Maintaining and reporting of case statical information to the State Court Administrative Office. Knowledge of the Mental Health Code. Responsible for office management functions, able to transcribe dictation, working with the general public and keeping all probate records current with the Case File Management Standards. Must be a certified court recorder or able to successfully complete the certification process.

Degree/Experience:

Primary: Bachelor's Degree in Legal Administration, Business Administration or a related field combined with 3 years of experience in a law related field; Secondary: AA degree in the paralegal field combined with 4 years experience in a law related field; Alternate: High School degree with 6 years experience in a legal professional position dealing with probate and administration of estates, guardianships and conservatorships and mental health code proceedings.

Position Available: Position available May 1, 2007. Resumes will be accepted until the position is filled.

To apply, submit your resume to:

Ms. Tammy L. Wenn
Probate Court Administrator/Register
Wexford County Probate Court
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Cadillac, MI 49601